

How to Use the Gases Cylinder - Related Equipment & Supplies Statewide Contract

Contract #: HSP37	Contract Duration: 12/01/12 to 11/30/15
MMARS #: HSP37*	Options to renew: One from 12/01/15 to 11/30/16
Contract Manager: Peter Etzel 617-720-3397 peter.etzel@state.ma.us	
This contract contains: Supplier Diversity Office SDO Contractors & Prompt Payment Discount (PPD)	
Last change date: 12/03/12	

Contract Summary

This contract with sole vendor Airgas – East covers a full line of cylinder gases, and the related supplies and equipment needed to use them. The gases and gas blends may be used in medical, therapeutic, scientific, laboratory and industrial applications including welding. However, the Contract does **not cover:** welding equipment and supplies such as welding rods, propane that is used for the purpose of heating buildings, and bulk liquid oxygen. The types of related equipment and supplies that may be purchased from this Contract are restricted to those items that are required to utilize, work with, store or transport the gases and cylinders. The products and services available include:

- cylinder gases
- gas refilling/recertification following EPA protocols
- carbon dioxide in solid form (dry ice)
- cylinder gas equipment & supplies such as: regulators, manifolds, valves, flow meters, gauges, alarms, hoses, tubing fittings, gloves, goggles, and face shields
- cylinder handling equipment such as: carts, trucks, wrenches, bases, stands, racks, and signage,
- cylinder gas equipment repairs, maintenance, installations

Benefits and Cost Savings

- a wide variety of gases and cylinder sizes, including oxygen walkabouts
- the minimum discount for related equipment and supplies is 25% from current catalog price through 11/30/15
- no separate cylinder deposit or rental fees – cylinders remain the property of Airgas
- low gas refilling/recertification cost remains \$100 through 11/30/15, and is same as previous contract
- expedited ordering with online ordering, for registered users
- vendor has local, regional, and national experience and exposure

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required;
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct outright purchases.

Massachusetts State Net Price List The net cost of nearly 300 cylinder gases are on the Massachusetts State Net Price List under the Airgas-East listing under the Vendor tab in Comm-PASS.

Current prices or new items added to the contract will remain fixed: December 1, 2012 to November 30, 2015.

Additional gases/blends can be added throughout the life of the Contact at equivalent percent discounts

Ordering: To ensure contract pricing, orders should include language that makes it clear the order is being placed under SWC HSP37.

Additional Information

Delivery:

- No Hazmat Fees will accrue to the Commonwealth.
- No Delivery Fuel or other Surcharges will be assessed to the Commonwealth.
- Normal Delivery – FOB Destination Inside Delivery – Unless stated otherwise product delivery will be at no charge with the Contractor maintaining ownership until the delivery is accepted by the Purchasing Entity. Inside delivery for most Purchasing Entities will require cylinders placed within a specific facility location or locations.
- Delivery Time Frame - Contractors have agreed to routinely make deliveries within five (5) days of receipt of order. The Contractor will contact the ordering Purchasing Entity if the original or expected delivery time frame cannot be adhered to with details.
- Emergency Delivery - with approval of the Purchasing Entity, emergency deliveries can be made 7 days a week and the actual cost of the emergency delivery added to the Net Price.
- Tagging Cylinders for Delivery within a Facility - Contractors have agreed to work with a Purchasing Entity that has multiple delivery points within a facility to develop a method of “tagging” each cylinder so the facility will know to which lab or other location each cylinder goes.

Returns:

All products ordered in error by a Purchasing Entity that remain in saleable condition must be taken back by the Contractor at no charge to the Purchasing Entity provided the Purchasing Entity notifies the Contractor within 20 Calendar days of the delivery date of the error.

All products shipped as a result of a Contractor’s error may be returned anytime for a full credit to the Purchasing Entity.

Specifications:

All products and services sold under the Contact will meet regulatory guidelines and any amendments therein, as promulgated under, but not limited to: FDA 21 CFR, NEOSH, OSHA Respiratory Protection Standards 29 CFR 1910.134, UL, NEMA, NFPA, DOT, EPA, ASTM, Impressed Gas Association, JCAHO, or NAMES Standards for related products.

Cylinders will be compliant with Interstate Commerce Commission (ICC) and Department of Transportation (DOT) rules and regulations, complete with all fittings, valves and caps, in good working order and free of dirt, debris and rust.

Purchasing Entities may reject any delivered cylinders that show evidence of neglect or abuse or leak, which the Contractor will replace within 24 hours of notification.

Cylinders will be maintained, tested, filled, marked, labeled and shipped in accordance with ICC and DOT regulations.

Cylinders will be stamped with the pressurization test expiration date.

Cylinders will be legibly marked by means of stenciling, stamping or labeling to identify the contents by the common chemical name or mixture, with lettering height no less than ¼" and markings will not be readily removable. Each cylinder will show a legible serial number and/or bar code.

Cylinders will show capacity contained within and be filled to the identified capacity. Cylinders will have an expiration date for the gas within when applicable.

Medical cylinders will be labeled in accordance with USP requirements displaying accepted technical terminology, batch and control numbers, etc. Gas purity will meet USP specifications.

Purchasing Entities have the right to reject cylinders that are defective or cosmetically unsuitable for use within a healthcare facility.

Non-compliance with any of the above standards is grounds for Purchasing Entities not accepting deliveries or raising questions with the Vendor and/or the OSD Contract Manager.

Vendor List and Contract Information

The sole available contractor is listed below. Supplier involvement in any of the following programs will have the appropriate three to four letter code at the end of the vendor listing. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, formerly SOMWBA Certification), Supplier Diversity Program (SDP, formerly AMP), Environmentally Preferable Products Program (EPP), and Prompt Pay Discount (PPD):

- **Airgas-East** 978-439-1456, SDP, PPD 1% within 10 days , Gail Hughes gail.hughes@airgas.com

Strategic Sourcing Services Team Members

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Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the Comm-PASS (www.comm-pass.com) website, click on the "Contracts" tab, in the Document Number box enter Document Number HSP37 (no spaces), click the "Search" button, the page looks almost the same – click on the underlined link "There are 1 Contract(s) found that match your search criteria", click on the eyeglasses to the right of the HSP37:

Contract User Guide	"Forms & Terms" tab
RFR HSP37	"Forms & Terms" tab
Purchase Order form	"Forms & Terms" tab

Pricing

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“Vendor” tab – bottom of Vendor info page